

PERSONNELResignation

All written resignations received by the principal or the work site supervisor shall be dated and initialed by same. The document shall then be forwarded to the Director of Human Resources for processing within 48 hours of receipt. Employees shall provide a minimum of two weeks notice prior to the effective date of the resignation.

Whenever an employee resigns the payroll department shall be promptly notified by the Department of Human Resources to eliminate overpayment of compensation.

The final payroll check shall not be processed for payment and/or given to the employee until a written resignation is received.

Editor's Note

See also school board policy #5-14.

Approved by Division Superintendent: April 6, 1987
Revised by Division Superintendent: June 9, 1992

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Revised by Division Superintendent:

August 26, 1997